

CONFIDENTIAL

DD/A REGISTRY

FILE: Security

DD/A 81-1132/1

3 JUN 1981

MEMORANDUM FOR: Chief, Acquisitions Branch  
Office of Central Reference

25X1  
FROM: [redacted]

Acting Executive Officer  
DDA

SUBJECT: Subscription Renewals - Calendar Year 1982 (U)

REFERENCE: Your Memorandum dated 29 May 1981,  
Same Subject

1. As requested in reference, the attached list of subscriptions has been reviewed for renewal during the Subject period. This revalidation was conducted with both the needs of the office and minimal costs in mind. Annotations or cancellation notes are included where necessary. (U)

2. As I will shortly be leaving this office, please contact [redacted] at DDA/MS, 7C18 Hqs or on extension [redacted] if you have any additional inquiries. (C)

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STAT  
Attachment:  
As Stated

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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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25X1

Distribution:

Orig - Addressee

- DDA/MS Subject

- DDA/MS Chrono

DD/A Registry  
81-1132

29 May 1981

25X1

MEMORANDUM FOR: [REDACTED]

Executive Officer  
DDA

25X1

FROM : [REDACTED]

Chief, Acquisitions Branch  
Office of Central Reference

SUBJECT : Subscription Renewals - Calendar Year 1982

1. The attached computer listing represents all the open-source subscriptions (newspapers, periodicals, annual reports and yearbooks) currently ordered for your office through OCR/Acquisitions Branch. Titles requested after the first of May may not appear. (AIUO)
2. Please have members of your staff closely review and revalidate their subscription requirements for Calendar Year 1982 and return one copy of the list to us, reflecting any corrections, deletions or changes. For your convenience there is also attached a key to the format of the listing. (AIUO)
3. Please take particular notice of the unit cost column and bear in mind that inflation has raised and sometimes doubled costs, particularly those publications which originate outside of the US. Gratis or minimal cost items should also be considered in light of increased pouching and processing costs. In addition, many reorganizational changes have recently taken place and we ask that you give careful attention to office designations and make sure that they are both correct and uniform. (C)
4. In order to meet various deadlines imposed on Acquisitions Branch by both US and foreign vendors, it is imperative that one copy of this list be returned to us by 15 June 1981. I would appreciate it if you would personally review and sign the list after your staff members have made their decisions. The name and extension of one person to whom inquiries could be addressed would also prove useful. (C)
5. Thank you in advance for what I'm sure will be your prompt attention. (U)

25X1

[REDACTED]

Attachments:

As stated

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KEY TO SUBSCRIPTION LIST FORMAT

The column headings for the computer list are as follows:

TITLE: Title of Publication

OFFICE: Office designation

SUB#: Number of subscriptions ordered by one method of shipment. See "S" below.

UNIT\$: Price of single subscription in US dollars

TOTAL\$: Total cost of the subscription

P: Periodicity of the publication.  
1 = daily or annually  
2 = weekly or biennially  
3 = monthly or triennially  
4 = quarterly  
5 = semi-weekly  
6 = semi-monthly, biweekly or fortnightly  
7 = bimonthly  
8 = semi-annually  
9 = irregular

SEQ#: Computer code for this order

PD: Computer code for source of publication

S: Method of shipment.  
A = Air Pouch  
S = Surface Pouch  
C = Commercial Airmail  
D = Direct Shipment

T: Computer code for type of publication

RD: Computer code for reorder date

IDENT#: Your office identification number

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26 MAY 1981

TITLE	OFFICE	PAGE 001									
		#SUB	UNITS	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
COMPUTER SECURITY JOURNAL	DDA/IHSA	01	0040	0040	8	H56871	88	1	7000		
COMPUTERWORLD	DDA	01	0036	0036	2	055835	72	3	12	7000	
CONGRESSIONAL DIRECTORY	0/DDA	01	0004	0004	1	H11314	14	1	14	7000	
CONGRESSIONAL STAFF DIRECTORY & ADVANCE LOCATOR	DDA	01	0034	0034	1	H34621	25	1	19	7000	
DATAHATION	0/DDA	01	0032	0032	3	055905	72	3	12	7000	
DEPARTMENT OF DEFENSE TELEPHONE DIRECTORY	DDA	01	0002	0002	4	004938	14	3	40	7000	
DEPARTMENT OF STATE TELEPHONE DIRECTORY	0/DDA	01	0002	0002	4	D25020	14	3	40	7000	
DEPARTMENT OF STATE TELEPHONE DIRECTORY	SSA/DDA	01	0002	0002	4	D38786	14	3	40	7000	
ELECTRONIC DESIGN	DDA	01	0040	0040	6	033292	72	3	12	7000	
FEDERAL EMPLOYEES ALMANAC	G/DD/A	03	0002	0006	1	H34748	10	1	74	7000	

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TITLE	OFFICE	PAGE 002									
		#SUB	UNITS	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
FEDERAL TRAVEL REGULATIONS HANDBOOK W/UPDATES	DDA/SSA	01	0025	0025	9	D44306	14	3	16	7000	
KEY OFFICERS OF FOREIGN SERVICE POSTS	SSA-DDA	20	0005	0100	4	D51012	11	3	10	7000	
MANAGEMENT	DD/A	01	0001	0001	4	D54976	14	3	12	7000	
MANAGER'S HANDBOOK	DD/A	01	0006	0006	1	H54920	11	1	91	7000	
NEW YORK TIMES MONDAY-FRIDAY	0-DD/A	01	0003	0003	1	H36346	75	1	2	7000	
PERFORMANCE	DD/A	01	0007	0007	7	D56073	11	3	12	7000	
PROBLEMS & TECHNIQUES FOR DATA COMMUNICATIONS AUTHORITY	DDA/SSA	11	2877	2875							
PERSONAL REPORT FOR THE EXECUTIVE	0/DD/A	01	0040	0040	6	D38140	25	3	12	7000	
STATE	DDA/SSA	01	0013	0013	3	G05758	11	3	10	7000	
TIME	0/DDA	01	0031	0031	2	D48888	95	3	10	7000	
UNITED STATES GOVERNMENT MANUAL	0/DDA	01	0001	0001	1	H11752	14	1	79	7000	

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TITLE	OFFICE	PAGE 003									
		#SUB	UNITS	TOTAL\$	P	SEQ#	PD	S	T	RD	IDENT#
WASHINGTON POST MONDAY-FRIDAY	DDA	01	0039	0039	1	H14029	95	1	2	7000	
WASHINGTON STAR NEWS MONDAY-FRIDAY	DDA	01	0019	0019	1	H38005	51	1	2	7000	
WORLD ALMANAC	0/DDA	03	0004	0004	1	H11825	95	1	19	7000	
TOTAL ENTRIES =			23								
TOTAL NUMBER OF SUBSCRIPTIONS =			44								
TOTAL COST =			549								

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